

COVENTRY HOUSING AUTHORITY

MINUTES

MARCH 19, 2014

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rosalie Jalbert and Maurice DeGraide. R. David Jervis was excused. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Jalbert and seconded by Commissioner Degraide to approve the minutes of the February 19, 2014 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.

Year End Financials show that Public Housing ending reserve balance was at 92% with revenues and receipts 3% greater than

anticipated due to increased rental revenues. Administrative, resident services, utilities and maintenance all came in under budget. General expenses remained over budget due to insurance renewal premiums not being received during the original budgeting process. Non-routine extraordinary maintenance line items were the only expense line item over budget due to the carryover of the open flood claim. Ending operating reserves are \$516,863.

In the Section 8 program 96% of the base voucher size was leased for the calendar year but were funded at \$.69 on the dollar to administer the program. Expenses for 2013 came in under budget. Due to sequestration, the Administrative Fee Reserve will take a loss of \$44,988. \$.75 on the dollar will be received for administering the program in 2014.

In the Management Program, the only unbudgeted expenses funded were the costs for the 50th Anniversary, however the Authority has realized a net income of \$23,826 which will increase the unrestricted reserve to \$48,735.

EXECUTIVE DIRECTOR'S REPORT:

Unaudited year-end financials are complete and submitted to HUD.

Audits and financial statements of the three Management properties are complete and submitted to regulatory agencies.

Hopefully the accumulating snow fall is done and the Authority will be able to move onto the Spring project list.

The HUD QC inspector is now reaching out to the four participants selected during the study.

Julie reported that she and Commissioner DeGraide met with the contractor today to complete the punch list work from the sidewalk and paving project and to set the dates for cleaning the roadways and applying the striping and crosswalks at KOV. The project should be complete by the end of April.

CertaPro will not begin the painting of the KOV front and rear common areas until the beginning of April because of the cold weather.

Specs are being drawn to replace the main building entrance doors at NRT with work expected to be awarded by the May meeting. Following this work, common area flooring and painting will be done in the remaining four buildings.

Spring clean-ups should be nominal as the bulk of the fall clean up was done in November and December.

There have been five move-outs in public housing since the beginning of February and there will be two upcoming vacancies for 3/31. Because of this, overtime has been authorized to get the units turned over in the twenty day HUD standard.

For the last two years a sixth Maintenance position has been budgeted and Julie feels it is now time to fill this position. There is currently one Maintenance person out on Worker's Comp and another out on TDI and there is a lot of upkeep work to be done at each of the properties. Julie will be advertising for this position.

Included in today's packet is the final report of the fire inspection report, which is closure to the deficiencies outlined in the inspection.

The Executive Directors Association had great representation for the NAHRO Legislative Conference that took place March 10 – 12th.

Julie informed the board that she received a request from Parker Gavigan for a list of all tenant income.

MAINTENANCE REPORT:

According to Julie there is a huge spring project list for work that has to be done in addition to work that she wants to get done.

HOUSING REPORT:

In Public Housing there are many vacancies but they are being turned over. There are 320 people on the waiting list. The HCV Program has thirty people on the list. Vouchers were issued to half of them and they are out in the field. Julie has been told unofficially that the Authority will receive what they got in 2013. She is eager to clean up the list and back to issuing all 278 vouchers. In the Management Program 112 out of 115 units are filled.

RESIDENT SERVICE COORDINATOR:

The Smoking Cessation program has been suspended because the program coordinator has been out on sick leave. The State Department of Health has only one tobacco treatment counselor for the entire state, which means there is no substitute to continue coaching and providing the medically approved nicotine replacement procedures. Deirdre is seeking an alternative program to assist residents in meeting their personal goals of becoming smoke free.

FAMILY SELF-SUFFICIENCY:

Two FSS clients have been approved to purchase homes. Both are eligible for the Housing Choice Voucher Homeownership

program. One has signed a purchase and sales agreement and the second is looking for a home.

CORRESPONDENCE:

Admin Fee Study report summarizing analysis of data collected at the Authority.

UNFINISHED BUSINESS:

A) Housing Choice Voucher Uncollectible Receivable: The former tenant was contacted by Attorney Capaldi and the tenant is not working at this time. The tenant also denied having signed a payment agreement and after checking the archives, Julie determined that an agreement had been drawn up but the tenant had never signed it. Board decision was made to authorize Julie to write off this debt.

NEW BUSINESS:

A) Fair Housing Accessibility Training: An all day HUD Fair Housing training will take place at the HUD Boston field office on April 8th. Julie also has a Board meeting for NERC/NAHRO scheduled for the following day, April 9 at Norwood Housing Authority. She is requesting to attend the NAHRO training and to spend the night in Boston in order

not to have to make the early morning drive on both days to the same area. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to allow Julie to attend the training and to stay overnight. Motion carried with all in favor.

There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY